

THE COMMUNITY AND CHILDREN'S RESOURCE BOARD
OF ST. CHARLES COUNTY
Board of Directors
Board Meeting and Agency Hearing Minutes
November 19, 2020

Meeting Call to Order: The meeting was called to order at 8:00 a.m.

Roll Call and Guests:

Present: Paul Boschert, Molly Dempsey, Ken Dobbins, Cory Elliott, Pastor Raymond Horry, Larry Marty, Nancy Schneider, and Catherine Williams

Staff: Bruce Sowatsky, Michelle McElfresh, and Jeanne Spencer

Absent: Allison Onder

Guests: Mark Halastik (Big Brothers Big Sisters), Jacquelynne McClelland (Boys & Girls Clubs of St. Charles County), Sissy Swift and Christine TenEyck (The Child Center, Inc.), Dottie Kastigar (Community Council of St. Charles County), Katrina McDonald Fuller (Compass Health Network), DiAnne Mueller (Crisis Nursery), Kathy Thompson (LINC St. Charles County), Gayla Gibson (Lutheran Family & Children's Services), Tina Meier (Megan Meier Foundation), Kelly Broeker and Megan Payton (Preferred Family Healthcare), Carissa Figgins, Kirk Kasicki, and Alyssa Hilburn (The Sparrow's Nest Maternity Home), Cara Merritt (Youth In Need), Sheronda Brown and Hazel Tomano (Resolutions for People)

November Board Meeting:

Approval of Minutes: A motion was made to approve the October 26, 2020 Board Minutes. (M.S.P.: Dempsey/Boschert) – Motion passed.

Public Comment: No Public Comment.

Report of the Chair: No Report of the Chair.

Report of Standing Committees:

- Children's Trust Fund: Bruce Sowatsky reported applications for the Children's Trust Fund grants are available on the CCRB's website and are due by 2:00 p.m. on December 11.
- Finance: The Finance Committee met with Commerce Bank to discuss moving to electronic funds transfer (EFT) for agency reimbursement. The committee recommended moving to an EFT system for efficiency and to be consistent with other funding agencies. If approved, the new payment method will go into effect in January 2021. The cost for using EFT is \$1,200 per year. Bruce Sowatsky will be responsible for facilitating the new system.

A motion was made to approve the Finance Committee recommendation to begin using an electronic funds transfer (EFT) system with Commerce Bank in January 2021. (M.S.P.: Williams/Marty) – Motion passed.

- Personnel: Nancy Schneider reported the Personnel Committee did not meet and will table the Closed Session – Executive Director Review until the December meeting. All evaluations are due to Nancy by November 30.
- Executive – Policies and Procedures: No Executive – Policies and Procedures report.

Report of the Treasurer: Cory Elliott reported on the ten-month statement ending October 31, 2020. The Services Fund balance was \$2,367,269 and Current Assets were \$3,504,414. Actual tax revenues collected were \$668,670 on a budget amount of \$639,390. Miscellaneous Revenue was due to services reimbursement from Compass Health Network for 2019. The Total Revenue was \$675,633 on a budget of \$640,640. Requests for October services totaled \$678,313 on a budget amount of \$683,256. Explanations of the 23 line items that were over the 5% variance and over \$1,000 included: Bethany Christian Services (respite), The Child Center (forensic interviews), Community Living, Inc. (respite), Compass Health Network (care coordination), Foster & Adoptive Care Coalition (crisis interventions and 30 Days to Family), Gateway Human Trafficking (parent presentations), Kids Under Twenty One (ASIST training), LINC St. Charles County (wraparound), Preferred Family Healthcare (Outpatient Substance Use Treatment – group counseling), Saint Louis Counseling (counseling), and Youth In Need (Counseling and Temporary Shelter – room and board), were due to high demand. The Child Center (prevention), Compass Health Network (Pinocchio), Kids Under Twenty One (prevention), Preferred Family Healthcare (Team of Concern – case management), Saint Louis Counseling (crisis interventions), and United Services for Children (specialized services and behavioral services) were over the variance due to school-based usage. Compass Health Network (Partnership with Families – Medicaid) was over due to multiple months of billing.

A motion was made to approve a wire-transfer for \$678,300 for the month of October. (M.S.P.: Elliott/Marty) – Motion passed.

Report of Executive Director: Bruce Sowatsky reported:

- CCRB staff has been working with Wendy Dyer on the 2021-2023 Strategic Plan and a draft should be available to the Board by the December Board meeting.
- Financial Analysis for Supplemental funding was completed and Bruce has been working on financial information for the December meeting. Bruce recommends using the 2020 Services contracts for the basis for 2021 protected funds, rather than a 95% utilization rate for protected funding, due to the impact of COVID-19 on 2020 service delivery. He will review the details of this change with the Finance committee before the December meeting.
- St. Charles County budget projections for 2021 predict a 2% growth in revenues.
- Bruce has been monitoring Emergency funding reimbursement and agencies are following their contracted repayment plans.
- Agency site audits are scheduled to be completed in mid-December.

Old Business: No Old Business.

New Business: Line Item Transfer Requests.

- **Line Item Transfer Request – Behavioral Health Response (BHR):** Bruce reported BHR requested to increase Texting by 84.2 units (\$9,022.00) and decrease Telephonic by 37 units (\$2,645.50) and Mobile by 39 units (\$6,376.50). The request is due to BHR having used almost all of their Texting funds for 2020.

A motion was made to approve Behavioral Health Response's line item transfer request to increase Texting (84.2 units, \$9,022.00) and decrease Telephonic (37 units, \$2,645.50) and Mobile Outreach (39 units, \$6,376.50) for a total of \$9,022.00. (M.S.P.: Williams/Dempsey) – Motion passed.

- **Line Item Transfer Request – Preferred Family Healthcare (PFH):** Bruce reported Preferred Family Healthcare requested to increase School-Based Service by 137 units (\$8,343.30), increase Case Management by 51 units (\$2,142.00) and increase Psychiatry by 12 units (\$2,555.28) and to decrease Individual Counseling by 208 units (\$13,040.58). The request is due to higher demand for school-based services.

A motion was made to approve Preferred Family Healthcare's line item transfer request to increase School-Based Services (137 units, \$8,343.30), Case Management (51 units, \$2,142.00), and Psychiatry (12 units, \$2,555.28) and to decrease Individual Counseling (208.82 units, \$13,040.58). (M.S.P.: Williams/Marty) – Motion passed.

- **Line Item Transfer Request – LINC St. Charles County:** Bruce reported LINC requested to increase Wraparound by \$3,312.00 and to decrease Case Management by 108 units (\$1,512.00) and to decrease Counseling by 30 units (\$1,800.00.) The request is due to an increase in demand for wraparound assistance due to COVID.

A motion was made to approve LINC St. Charles County's line item transfer request to increase Wraparound (\$3,312.00) and to decrease Case Management (108 units, \$1,512.00) and to decrease Counseling (30 units, \$1,800.00) for a total of \$3,312.00. (M.S.P.: Dobbins/Williams) – Motion passed.

- **Line Item Transfer Request – Compass Health Network:** Bruce reported Compass requested line item transfers for three of their programs. The first is a request for Home & Community-Based Services, to increase Pinocchio by 982 units (\$54,992.00) and to decrease Pinocchio-group by 1,999.7 units (\$54,992.00). The request is due to increased demand for individual services because of COVID restrictions.

A motion was made to approve Compass Health Network's line item transfer request for Home & Community-Based Services to increase Pinocchio (982 units, \$54,992.00) and to decrease Pinocchio-group (1,999.7 units, \$54,992.00). (M.S.P.: Marty/Boschert) – Motion passed. Ken Dobbins abstained from voting.

The second line item transfer request from Compass is for Home & Community-Based, School-Based Mental Health Specialists (SBMHS) services to increase SBMHS Medicaid by 1,436.6 units (\$80,033.53) and to decrease SBHMS- Non-Medicaid by 747 units (\$80,033.53) due to increased demand for Medicaid services.

A motion was made to approve Compass Health Network's line item transfer request for Home & Community-Based Services, School-Based Mental Health Specialists (SBMHS) to increase SBMHS Medicaid (1,436 units, \$80,033.53) and to decrease SBHMS-Non-Medicaid (747 units, \$80,033.53.) (M.S.P.: Williams/Dempsey) – Motion passed. Ken Dobbins abstained from voting.

The third line item transfer request from Compass is for Home & Community-Based, Partnership With Families to increase Parent Partner –Medicaid by 2,4064.4 units (\$109,944.46) and to decrease Care Coordination by 939 units (\$109,994.46) due to increased demand for Medicaid services.

A motion was made to approve Compass Health Network's line item transfer request for Home & Community-Based Services, Partnership With Families to increase Parent Partner – Medicaid (2,4064.4 units, \$109,944.46) and to decrease Care Coordination (939 units, \$109,994.46). (M.S.P.: Dempsey/Horry) – Motion passed. Ken Dobbins abstained from voting.

Hearings Schedule for Service Contracts: The following agencies and representatives attended and provided information to the Board regarding their Request for Funding Proposals for 2020 funding. Board members asked questions about their applications and representatives responded.

Resolutions for People: Sheronda Brown, Hazel Tomano, and Patrick Howerd were present for Resolutions for People.

Big Brothers Big Sisters: Kristen Slaughter, Mark Halastik, and Jennifer Stenger were present for Big Brothers Big Sisters.

CHADS Coalition for Mental Health: Marian McCord, Larry McCord, and Ben Chambers were present for CHADS.

Kids Under Twenty One: Elizabeth Makulec was present for Kids Under Twenty One.

Eleventh Circuit Family Court: Nicole Morris and Kristi Machica with Youth In Need were present for the Eleventh Circuit Family Court.

Youth In Need: Pat Holterman Hommes, Michelle Gorman, Kim Buie, and Cara Merritt were present for Youth In Need.

Lutheran Family & Children's Services: Susan McDowell, Debra Russell, Katelyne Eichorst, and Courtney Knipp were present for Lutheran Family & Children's Services.

The Sparrow's Nest Maternity Home: Carissa Figgins, Alyssa Hilburn, Kirk Kasicki, and Mark Hollander were present for The Sparrow's Nest.

Our Lady's Inn Maternity Homes: Peggy Forrest, Denise Fondren, and Kaitlyn Ashen were present for Our Lady's Inn.

Nurses for Newborns: Melinda Monroe, Ron Thompkins, and Jean Hecht were present for Nurses for Newborns.

Boys and Girls Club of St. Charles County: Karen Englert and Jacquelynne McClelland were present for the Boys & Girls Clubs.

Discussion: No discussion.

A motion was made to adjourn the meeting at 12:30 p.m. (M.S.P.: Williams/Dobbins) – Motion passed.